Process Overview

1. Locate the Student Learning Objectives Home Page

Located on the educator dashboard (i.e. the "My Evaluation Cycle" tab), the **Student Learning Objectives Home Page** link is located within the Student Learning Objectives Folder on the left navigation bar.

2. Complete a Form *(at least two Student Learning Objectives are required; a maximum of four is permitted)*

Click the **Add Student Learning Objective** button to launch a blank Student Learning Objective form and complete all required form sections. Required fields are marked with a red "!" icon. Field-level help is available by clicking the "?" icon.

Please note: required fields are not required to *save*. They are only required before you can *submit* your set for approval. The only field required for saving is the Title.

Aligned Standards:

Multiple standards can be selected for alignment with a Student Learning Objective. Users are required to select at least one standard OR complete the "Other standards" text field. Click the **Add/Remove Standards** button to launch the Standard Selector.

Standard Selector:

After filtering the desired standard sets and strands using the drop-down menus, standards are chosen by clicking the **Add** button ⊕ which then moves that standard into the right column of "Selected Standards."

- **Minus** icon ⊖ removes that standard from the Selected Standards list.

- **Close** button - returns you to the form with your selected standards now visible in the Aligned Standards grid.
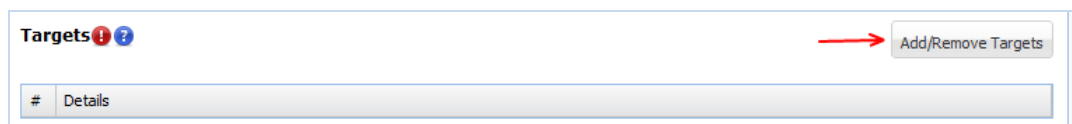
Targets:

A Student Learning Objective requires at least one target and can include up to five targets. Click the **Add/Remove Targets** button to launch the Add Targets modal.

Add/Edit Targets:

Add at least one Target in the available text boxes and click **Close** to save the Target(s) to the form. If you wish to delete a target that has been saved to the form, Click the **Add/Remove Targets** button again and delete the information within the text box. Click **Close** to save any revisions.

Evidence Sources:

A Student Learning Objective requires at least one evidence source to be identified, with the option to identify two more. Together, the following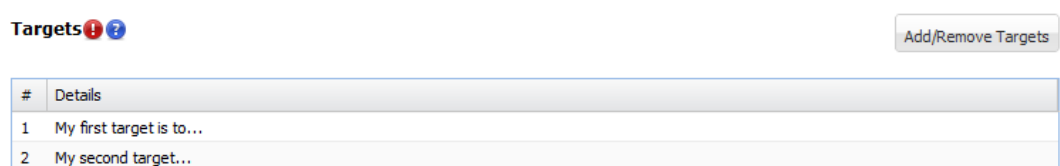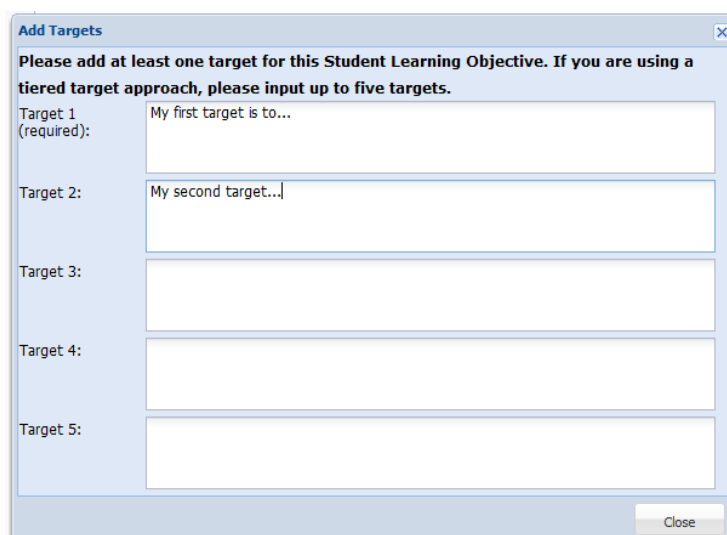 four fields comprise one evidence source: **Level of Standardization**, **Description**, **Administration**, and **Scoring**. Hover over the "?" icon for field-level guidance in these four areas.

Please note: Although only one Evidence Source is required, all four of the aforementioned fields must be completed for each Evidence Source you choose to identify.

Form Actions:

Click the appropriate option at the bottom of the form to proceed with the desired action as described below:

Reset - After prompting to confirm, this clears all fields on the form.

Print - Prints the Student Learning Objective form.

Save & Notify - Saves the data entered into the form, and brings up a modal which includes a drop down list of administrators who have rights for that user/educator, and a text box where the user can enter a message. This action triggers an email to the chosen administrator indicating that a review of this form has been requested. (**Please note:** This does <u>not</u> submit the Student Learning Objective for approval. Student Learning Objectives are submitted as a set, not individually.)

Save - Saves and closes the Student Learning Objective form. (**Please note:** This does <u>not</u> submit the Student Learning Objective for approval. Student Learning Objectives are submitted as a set, not individually.)

Preparing Your Set for Submission:

After saving a Student Learning Objective Form, you will be returned to the Student Learning Objective Home Page, with your Student Learning Objective now listed among your saved "Individual Student Learning Objectives." Continue completing and saving Student Learning Objective forms until you have reached the minimum required (2) or maximum allowed (4).

Prior to submitting the set for approval, use the red delete icon to delete a Student Learning Objective, if desired. To review or edit any forms prior to submitting the set for approval, click on the blue Student Learning Objective title to open that form. Make your revisions and click Save again to be returned to the Student Learning Objectives Home Page.

Please note: If any of your Student Learning Objective forms are missing required field data, they will appear as "Incomplete." Student Learning Objectives that are complete and ready for submission will appear as "Not Yet Submitted." Remember that required fields feature a red "!" icon; make sure each of these fields contains a value. You will not be able to submit your set using the **Submit Student Learning Objectives for Approval** button until all "Incomplete" forms have been addressed. If you do still have "Incomplete" forms, the button will appear greyed out and unavailable as seen below.

Once the minimum required has been attained, a **Submit Student Learning Objectives for Approval** button will appear in the upper right hand corner of the Home Page. Click this button when you are ready to submit your set of Student Learning Objectives for approval by your evaluator. A confirmation box will request your approval to submit the set to your evaluator.

The Student Learning Objective Set Approval Status will change from **Awaiting Submission** to **Pending.** The option to delete an individual Student Learning Objective will no longer be available and the status of each Student Learning Objective will change to Submitted.

Following the evaluator's review, the educator will receive a system-generated email indicating whether their Student Learning Objective set was approved, or if it is in Need of Revision. The educator will be prompted to log in to EPSS, where he/she will again visit the Student Learning Objectives Home Page.

Within the **Individual Student Learning Objectives** section, the status of the individual Student Learning Objective form will be updated to either **Acceptable** or **Needs Revision**. For any forms in **Need of Revision**, click the form name to open the form and make any necessary revisions as noted by the evaluator in the **Approval of Objective** section. Note that the **Add Student Learning Objective button** now re-appears on the Student Learning Objective Home Page in case there is a need/desire to add an additional Student Learning Objective.

Once the form changes have been made, select the Save button to return to the Student Learning Objectives Home Page, and repeat the process for submitting the Student Learning Objective set for approval.

> **NOTE:**
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> For a Building Principal submitting a set of Student Learning Objectives for approval, once the set has been approved, there will be a **Visibility** button on the Student Learning Objectives Home Page, which will allow the set of Student Learning Objectives to remain Private or Public. If Public is selected, these Student Learning Objectives will appear on the dashboard of all educators within the school as the Administrator Student Learning Objectives.

3. Review/Upload Evidence:

Once your set of Student Learning Objectives has been approved, you can begin uploading supporting evidence into EPSS.

1. Click on the **Artifact Files** link from your dashboard to open the **Artifact Upload Tool**.
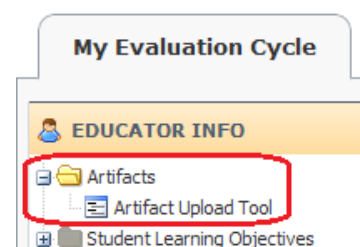
2. View a list of any artifacts that have been previously uploaded.

3. Click on the **Download** icon that shows the file format to open an artifact.

4. Click the **Add Artifact** button to upload an artifact.

Name	Upload Date	Upload User	File ▲			
Artifact 1	4/3/2012	RIDE_Demo15	Artifact_1.docx			
Artifact 2	4/4/2012	RIDE_Demo15	Artifact_2.wav			
Artifact 3	4/4/2012	RIDE_Demo15	Artifact_3.pdf			
Artifact 4	4/4/2012	RIDE_Demo15	Artifact_4.xlsx			
Professional Growth Plan	6/13/2012	bettyride	Professional_Growth_Plan			
SLO Artifact 1	5/1/2012	Gregride	word_file_SLO_evidence.d			

The artifacts that have been uploaded into the system and aligned to the category **Student Learning Objective** will also appear in the lower section on the Student Learning Objective Home Page for reference.

Student Learning Objectives Evidence

Name	Upload Date	Upload User	File	
Sample Student Learning Objective Evidence	8/29/2012	Greg.Robinson	IMG_6741.JPG	